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MEMORANDUM FOR: Director of Personnel  
SUBJECT: Reduction of Administrative Workload  
25X1A REFERENCE: Book Dispatch No. [REDACTED]

The following Stations and Bases have submitted suggestions which are pertinent to your functional responsibilities. Please advise this Office the action taken to implement these suggestions or submit sufficient justification for the retention of status quo to enable us to prepare an explanatory dispatch to the field:

25X1A a. [REDACTED] -- "Personnel Fitness Reports are now required at the completion of six months service at the field station, one year thereafter and at the completion of tour. This does not include reports compiled as a result of supervisory changes, to accompany personnel recommendations, etc. Discontinuing these irregular reports, three reports are required for a twenty-four month period. This could possibly be reduced to two regular reports - one to be submitted at the end of the first twelve months and the second at the completion of the tour. Although this may seem minor the elimination of even one report would be appreciated by those persons supervising a number of employees."

25X1A b. [REDACTED] -- "Provide this Station with a complete classification survey so that it will no longer be necessary for us to prepare 12 copies of Position Descriptions which, by Division mandate, must accompany every promotion action. If a classification survey took place and a Position Description developed for each position, a file of these descriptions could be maintained at the Division and Field level, thus obviating the necessity of preparing a Job Description every time a promotion request was sent from this Station."

25X1A c. [REDACTED] -- "Issue clear-cut procedures and delegations of authority to field stations on the handling of "contract" employees and staff agents.

Each of the FE Branches at Headquarters appears to have a different policy on the handling of field contract employees.

Many staff agents and contract employees with Headquarters contracts live in a perpetual state of uncertainty as to what they are due and/or what they are currently being paid under the terms of their contracts. At one station which has a large number of staff agents we found that one change in allowance regulations generated 24 letters from the station to Headquarters, resulted in

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in 90 contractual amendments by Headquarters, covered a span of several months, and resulted in uncertainty on the part of the staff agents as to the amounts of deposits being made to their stateside bank accounts.

The substance of suggestion is:

- a. FE Division adopt a uniform policy for hiring and paying field contract employees.
- b. Delegate authority to Chiefs of Station to make certain types of amendments to staff agent contracts.
- c. Headquarters Contracting Section respond more promptly, clearly, and consistently with respect to answering queries, issuing procedures, and amending contracts."

"Simplify Certain Reporting concerning Military Personnel.

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- a. [REDACTED] paragraph 7, requires Headquarters approval for military leave (15 days active duty training). It appears from past experience that Headquarters approval is only a perfunctory one. It is proposed that this requirement be discontinued. Stations/Bases would continue to send Headquarters, following the tour of active duty training, a copy of military orders and completed Standard Form 71 covering the period of military leave.

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Distribution:

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✓ DD/S (check)

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(reading)

Special Assistant to the  
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